

DISCOVERY COLLEGE

# CP Coordinator

Discovery College is searching for a passionate leader and educator to fill the position of Career-related Programme Programme (CP) Coordinator. For the 2021-22 academic year we have over 1,400 students enrolled in Years 1-13 (K-12), on our way to a final student roll of approximately 1,550 students.

Discovery College is a rewarding and challenging place to work, both personally and professionally. Our staff enjoy teaching a wonderful mix of students from 50 countries and 40 home languages. For the 2021-22 academic year we have over 1,400 students enrolled in Years 1 - 13. Working at DC offers the opportunity to collaborate with a committed group of international colleagues and have access to state of the art facilities.

We are focused on supporting exceptional teachers and administrators who are willing to embrace the IB PYP, MYP, DP and CP curriculums – educators who are creative, collaborative, prepared to share their expertise with colleagues and contribute to the College as a whole. Candidates should be innovative educators with a passion for students and their learning.

Joining the ESF family of over twenty schools opens a range of professional development choices, including the opportunity to work alongside other teachers from around the world.

Hong Kong is one of the most exciting cities in the world in which to live and work. Many people who come here for a couple of years end up staying for much of their lives. The city is a wonderful mix of east and west, modern and traditional. The shopping is fantastic and so is the food. Despite having more than seven million people in such a small area, approximately 70% of Hong Kong is parkland. There are numerous hiking trails and wonderful beaches to choose from, and access to other exciting destinations within Asia is very easy.

It is important for prospective applicants to know that employment as a teacher in Hong Kong is dependent on successfully obtaining an employment visa with Hong Kong Immigration, and permission to teach in Hong Kong by the Education Bureau. ESF HR will guide candidates with understanding the requisite qualifications to work in Hong Kong.

Kind regards



James Smith  
Principal

## ABOUT US

**1400+**

students enrolled in  
2021-22 in Years 1-13

**50**

Nationalities

**101**

CREATIVE  
TEACHERS  
> 25 Nationalities

**11**

CURRICULUM  
DEPARTMENTS

**42**

Unique learning  
teams providing  
pastoral support



## OUR VISION

### GROW

Be passionate about being the best we can be.

### DISCOVER

Find wonder in the world around us.

### DREAM

Dare to make a difference for yourself, humanity and our planet.

This vision statement, created by the College community when the school was founded in 2007, recognizes Discovery College's belief that students are to be independent, critical and creative thinkers, equipped with the skills, attitudes and values to contribute positively in this complex world in which we live. At Discovery College we believe that powerful learning and teaching occurs under a shared spirit of respect, which dignifies and prizes our diversity of experiences and perspectives, reaches into our traditions as well as into the future, excites a passion for ongoing inquiry and strives to help all learners reach for enduring excellence.

## OUR SCHOOL

Discovery College was established by the English Schools Foundation to serve the needs of the local and international communities in Hong Kong. It is a full Years 1 to 13 school offering the IB PYP, MYP, DP and CP. The College uses English as the medium for teaching and learning. There is also a strong emphasis on the acquisition of Chinese (Putonghua) as a second language.

The College strongly supports all subject areas with a robust academic curriculum, including the performing and creative arts, design technology and ICT. As a Private Independent School within the English Schools Foundation (ESF), Discovery College has no catchment area in its admission policy, meaning that students from all over Hong Kong can apply to study.

## OPPORTUNITIES

- Ability to access high quality professional leadership development opportunities through ESF and across Asia-Pacific
- To help support a professional learning model aimed at personalising learning pathways for staff
- To support colleagues through mentoring and coaching
- To recognise and support Visible Learning as a key foundation for student achievement
- To support the implementation of Positive Education as a foundation for wellbeing
- To support the College's wellbeing programme, including the application of Restorative Practice

### Application Process and Timeline

Please refer to the closing date listed on the Discovery College website.

Please note: to be considered for this position, all applicants must register and submit an application for the position online through <https://www.esf.edu.hk/careers-with-esf> (click on **Careers>Current Openings**)

## JOB NAME

# CP COORDINATOR

### JOB SUMMARY

The role of the Programme Coordinator is vital in ensuring the highest quality of learning and teaching across the IB continuum. Programme Coordinators work closely with the Director of Curriculum as well as with the Deputy Head of Sector and Head of Sector roles. The Programme Coordinator leads the implementation of their designated IB programme and contributes substantially to planning, learning and teaching, and the development of people, professional learning and organisational culture around the IB programmes.

As a member of the College's middle leadership, Programme Coordinators share in the responsibility of implementing the College's strategic plans and supporting key developmental agendas. Programme Coordinators are responsible for upholding, developing and implementing the IB Standards and Practices and serve as the College's direct connection to the IB.

Programme Coordinators assume roles beyond the classroom in endeavouring to maximise students' learning. These roles include working collaboratively with colleagues and other members of the school community. Additionally, Programme Coordinators participate in the development of school policies and programmes. It is likely that Programme Coordinators will have some teaching responsibilities.

The appointee to this role is likely to make a substantial contribution to the refinement of the vertical and horizontal articulation of the curriculum Years 1 to 13 under the guidance of the Director of Curriculum.

### CORE COMPETENCIES

- Adaptability
  - Analysis / problem solving
  - Collaboration
  - Communication
  - Team work
  - Self reflection
  - Planning & organising work
  - Translating strategies into plans & actions
  - Valuing & integrating diversity
  - Learning agility
  - Leading change
  - Written communication
  - Work standards/quality orientation
  - Creativity/innovative/takes initiative
  - Formal presentation
  - Developing talent
- Having a thorough and up-to-date knowledge of the teaching of their subject(s), their students, curriculum, pedagogy, education-related legislation and the specific teaching context. Awareness of the school's organisation.

#### Minimum Typical Experience

5 years of post qualification teaching experience. An understanding of the IB and the key underpinnings of its curriculum frameworks is an advantage.

#### Minimum Typical Education

Bachelor Degree in Education, or Bachelor Degree in a general subject plus PGCE (Postgraduate Certificate of Education) or similar, leading to qualification as a teacher.



NOTE:

#### Two Years Finite Contract

- Contribute to the school extra curricular programme throughout the year
- Participate in key school and PTA events on identified evenings and weekends
- Contribute to the Education outside the Classroom Programme, including by leading residential excursions in urban or rural locations, in Hong Kong or overseas, as required

## MAIN ACCOUNTABILITIES

### General Accountabilities - CP COORDINATOR

- Promote the ethos of the IBO throughout all aspects of school life
- Conduct all relevant correspondence with the IBO and ensures all fees are paid
- Direct the implementation of the IB programme, ensuring all programme specific IB Standards and Practices are being developed and met
- Responsible for resourcing, receipt, dissemination and despatch of all IB programme information and materials
- Advise Principal/Head of School of all developments and progress within the IB programme both internally and externally
- Understand and promote the Programme Resource Centre and any other developments within the IB
- Ensure teachers comply with IB programme requirements and that appropriate records are kept for moderation
- Organise and provide IB programme specific PD to develop understanding and implementation of programme pedagogies, in collaboration with the Director of Pedagogy and Director of Curriculum
- Liaise with IB programme coordinators in other schools and participate in the wider coordinator network
- Work closely with the other IB programme coordinators at DC and the Director of Curriculum to ensure horizontal and vertical curriculum articulation
- Establish effective communication with all stakeholders
- Help induct new staff into the IB programme
- Liaise with other key stakeholders to track student progress.
- Use assessment outcomes to inform curriculum development and implementation.
- Develop and oversee the calendar of events in order to meet programme requirements
- Liaise with the Director of Curriculum to develop, follow and update improvement priorities.
- Liaise with the Director of Curriculum to ensure the planning and articulation of the curriculum builds on skills to enable a coherent Year 1-13 experience for all students.

### Role Specific Accountabilities

- Lead the development and building understanding of the CP programme across the DC community.
- Lead the process for students entering the CP, including engaging with all relevant stakeholders.
- Ensure candidates meet programme and examination requirements and fulfill IB CP requirements.

- Liaise with ESF and External agencies to maintain existing vocational opportunities and explore areas for further development.
- Liaise with the HE team to ensure clear and effective pathways for progression into university and/or careers.
- Lead the planning and delivery of the IBCP core programme that includes approaches to learning, community and service, language development and the reflective project.

### General Accountabilities - TEACHER

- Planning lessons and sequences of lessons to meet students' individual learning needs and to ensure students' progression
- Using a range of appropriate strategies for teaching and learning and classroom management
- Using flexible groupings and structured inquiry to deliver high quality lessons in line with the IBO philosophy
- Maintain a well organised and stimulating learning environment
- Using learning technologies to enhance learning
- Using information about prior attainment to set expectations for students
- Using a range of assessment and reporting methods that show students' achieve in relation to learning outcomes
- Providing clear and constructive feedback to students and their parents and caregivers
- Additionally, the successful candidate will also be expected to have a significant impact on the College's extra-curricular programme, and one opportunity to do this is in relation to sports. A wide range of sports are played at the College, both competitively and for leisure, including badminton, basketball, cross-country, cricket, football, golf, netball, rugby, swimming and volleyball. Further details of the Cobra Sports programme can be found on the College's sport website: <https://www.discovery.edu.hk/school-life/cobra-sports/>

### Wider Professional roles:

- Planning and engaging in professional learning activities that support school and systematic priorities
- Taking responsibility for own professional development and using the outcomes to improve teaching and students' learning
- Making an active contribution to the policies and aspirations of the school
- Ensuring administration of classroom procedures are completed efficiently
- Collaborating with members of the school community to build a team environment that supports students' learning





## Salary and Conditions

**START DATE:** AUGUST 2022  
Contract length: Two (2) Years

Salary (indicative): **HK\$40,940 - \$71,635**  
per month (based on qualifications and experience)

Programme Coordinator positions also receive a Teaching and Learning Responsibility (TLR2) of HK\$11,015 monthly  
Gratuity (payable at the end of two-year contract): 20%  
HK Tax Rate: 15%



**MEDICAL & DENTAL:**  
Comprehensive international coverage for employee and family



**RELOCATION/REMOVAL ALLOWANCE:** None



**EDUCATION ALLOWANCE:**  
100% of school fees and NBL (non-refundable building levy) for up to two (2) children only  
*In the event you have a special needs child and are offered a position with ESF, please inform ESF early of your child's special needs to ensure there is a mutual understanding of how best to support your child.*



**TRAVEL:**  
Passage allowance equivalent to flight from point of origin, including family, paid at start of first contract only



**ON ARRIVAL INTO HONG KONG:**  
Transfer from the airport to hotel / two (2) weeks hotel accommodation

Please Note: The details provided are current as of January 2022, however, may change prior to the start of the 2022-23 academic year

